

CONFIDENTIAL*Suitland
(Rec. Ctr)*

9 July 1969

MEMORANDUM FOR: Acting Chief, Support Services Staff**SUBJECT : Extension of GSA Agreement for Use of Space in Suitland**1. This report recommends a DDS action in paragraph 4.

2. On Thursday, 3 July 1969 I completed another of my periodic visits to the Agency's Records Storage operation, temporarily housed at GSA's Federal Records Center in Suitland, Maryland. I found our Agency personnel -- [redacted] operating well, the area neat, and the workload up to date. We have 25,000 cu. ft. of space there with 18,485 cu. ft. of "Supplemental Distribution" material (extra copies of Agency maps and reports) at present. They service 200 Agency and USIB-community requests per day, shipping out an average of ten cu. ft. and receiving an average of 14 cu. ft. of documents per day. Once a week summer help [redacted] are brought in to purge a truck load of obsoleted material.

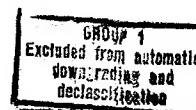
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3. I also met with Mr. Gordon Williams, the National Archives manager of that GSA facility. He reported to me that [redacted] is an excellent tenant" and that they enjoy a fine working relationship. During our exchange of amenities in his office the manager complained of the enormous flood of records he is receiving from Government Agencies. They received 300,000 cu. ft. last year and destroyed only 100,000 cu. ft. These net gains have now reached a total volume of 2.6 million cu. ft. of government records stored in his 3.8 million-foot capacity. The total 1.2 million cu. ft. of space remaining is deceptive because it is scattered throughout twelve areas in the building and will last much less than five years, probably only two more years. He is particularly concerned about secure storage space which is in critically short supply in his three vault areas. He said he felt certain the Archivist would have to ask our Agency to advance our agreed upon departure date of December 1970.

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4. It is my belief that the critical space requirements of our Agency do not permit us to reduce our planned use of the records storage facilities at Suitland. Consequently, rather than wait for the Archivist's letter asking us to shorten our stay I recommend that we take the initiative and send him the attached letter requesting a time extension as

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provided for in our original agreement. Thus, if the Archivist agrees we may gain up to a year's extension or if refused at least confirm our 1970 deadline; whereas, by awaiting his letter we will be on the defensive from which point we cannot hope to get any of the additional time we may need. It is recommended that the attached memo be signed and transmitted at the earliest convenience.

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CIA Records Administration Officer

Attachment:

Proposed memo to Archivist

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DDS/SSS/RAB, [] (9 July 1969)

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Dr. James B. Rhoads
Archivist of the United States
National Archives and Records Service
General Services Administration
Washington, D.C. 20408

Dear Dr. Rhoads:

Because of your timely agreement providing this Agency with temporary records storage space in the Federal Records Center at Suitland, we have been able to carefully analyze in depth many of our records problems and procedures. These studies have reached a degree of fruition and we have submitted several records program proposals to our management. These proposals include plans for our records storage operations which will permit us to vacate the area we now occupy at Suitland.

Certain of our records storage plans will require 18 months to two years for implementation which will take us beyond the initial target date of December 1970 in our agreement. Other more rapid alternatives are less desirable and far more costly.

In planning and selecting our course of action it is necessary to clarify with you our storage requirements vis-a-vis the pressing space problems we understand you too must face in the near future. In order to complete our records program plans in a most efficient and economical manner, I must at this time request your approval for CIA to briefly extend its agreement with you and continue to occupy until December 1971 the 25,000 cu. ft. of secure vault space we are currently using in your Records Center at Suitland, Maryland.

Sincerely,

R. L. Bannerman
Deputy Director
for Support

DDS/SSS/RAB [] (9 July 1969)

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